

Director's Update

In recent weeks we have been working to educate our customers about the new DAS financing model in which they will pay for the services DAS provides. The topic comes up now because the first major step in the financing transition is officially on the launch pad: The DAS FY 2005 General Fund appropriation includes monies that DAS will distribute to customer agencies so they can pay DAS bills. In FY 2006, that distribution will become part of each customer agency's base and it will be up to them to continue the appropriation request.

While we develop the new financing model and educate our customers, we are also continuing to work with the Legislature to assure that the DAS appropriation will be adequate for us to make the planned distribution. In the Statehouse, we find ourselves in the thick of the cost concerns. Two things are abundantly clear: One is that our customers expect to have less money to spend in the next fiscal year. The second is that they expect DAS to be responsive to that fact, and to be innovative and vigilant in finding ways to save money and deliver value.

Some of you may be wondering just how innovative we can be under these circumstances. Our progress in revitalizing the GSE Print group is a good example. Just a few months ago, the financial outlook for this unit was indeed bleak, and further threatened by "marketplace" status, which eliminated the requirement for state agencies to use GSE Print. Large deficits dated back several fiscal years. Revenue and expense accounting was unclear. Competition with the Iowa Prison Industries (IPI) Printshop had taken away customers. Pricing was confusing. The list went on and on.

Following several weeks of concerted effort, the Print Group operated in the black in February, 2004. A new cooperative agreement with IPI will significantly increase our printing volume (and revenues) and give IPI some new business as well. We continue working to clear up the accounting picture. We are in the process of simplifying the pricing structure and developing a plan that will help us provide better service to our customers. Employee productivity and morale have improved. Although more changes are needed, it appears that the Print Group is turning the corner.

I hope to have more success stories to share with you in the months ahead. In the meantime, accept my thanks for the work you are doing to provide excellent service to our DAS customers—and keep it up. Our future depends on it.



Mollie K. Anderson

General Services Enterprise

Statue Cleaning Underway

When you hear them say “spring cleaning” in Capitol Complex Maintenance (CCM), they’re not kidding. Since late February, Jensen Conservation Services of Omaha, Nebraska has been working to clean several of the monuments. These include Lady Liberty, the Spanish American War Monument, the Pioneer Group, the Allifon Monument (next to the Sailors and Soldiers Monument) and the lower part of the Sailors and Soldiers monument. If you have questions, contact **Nancy Williams** at 281-7259.

Capitol Complex Car News

Two opportunities await car lovers. First, you can walk over to visit the Iowa State University #85 Car display on Monday, April 19, 2004 from 11:00 a.m. to 1:00 p.m. in the circular drive in front of the Wallace State Office Building. For more information, contact **Nancy Williams**.

Second, you can attend the annual DAS-GSE Fleet and mail Division Used Vehicle Auction on Saturday, April 24, 2004 at 9:00 a.m. Prospective buyers may examine, start engines and operate accessories on auction vehicles only on April 23 from 8:15 a.m. to 4:15 p.m. and on April 24 from 7:30 a.m. to 8:34 a.m. at the State parking lot on the corner of Southeast Fifth and Allen. The Auction will be held in the Fleet and Mail Division Garage, at the corner of East Seventh and Walnut. For more information, contact **Dale Schroeder** at 281-5121.

Thanks to the GSE Snow Removal Crew for Another Great Season—Finally!

Okay, so you were ready to say thank you *before* that last little snow episode dumped more than 15 inches of snow on your parking space. That amount is probably chicken feed to the Capitol Complex snow removal team that works to keep the complex safe and accessible during the winter months.

What’s the big deal? No matter how messy your driveway, you didn’t have to clean seven miles of sidewalks, 21 parking lots and a parking structure, totaling about 4,700 parking spaces; as well as numerous docks, drives, steps and entrances. For the GSE Crew, snowfall amounts before the recent storm had already kept them hopping—11 separate events totaling 36.4 inches used up 200 tons of salt and sand, 2,000 gallons of salt brine (provided by the DOT) and 18 fifty-pound bags of ice melt. In fact, division administrator Tim Ryburn noted, Des Moines was only 4 inches away from breaking the all time city record for snow fall in a single season—before that last one.

So now we have a new record and an opportunity to say thank you to the Snow Removal Crew that stayed on top of it. They are:

- **Steve Rush** operates the John Deere pay loader to clear docks, driveways and parking lots. He has 33 years of service.
- **Henry “Floyd” Russell** operates the John Deere 401D, clearing driveways, parking lots and docks. He has 32 years of service.
- **Lloyd Hartman** works as a mason and helps as needed, operating the plow truck and sander and clearing parking lot. He has 4 years of service.
- **Lennie Robertson** operates the plow truck and sander, and clears parking lots. He has 22 years of service.

- **Frank Michaelis** operates the plow truck and clears parking lots. He has 32 years of service.
- **Bill Jay** operates a plow truck and clears the parking structure. He has 20 years of service.
- **Willie Keir** operates the John Deere 1145 and hand shovels, clearing sidewalks. He has 35 years of service.
- **Clayton Ward** operates the John Deere 1145 and hand shovels, clearing sidewalks. He has 37 years of service.
- **Madeline McClure** operates the plow truck and John Deere 1145. She clears parking lots and sidewalks. She has 6 months of service.
- **Dan Gallardo** operates the plow truck, sander, and hand shovels. He clears parking lots. He has 8 years of service.

Human Resources Enterprise

Internship Program

One of the best ways to keep young people in Iowa after they graduate is to provide meaningful, interesting jobs that lead to full-time careers in the state. State agencies can do their part by offering internships. Everyone benefits with these arrangements. The student receives hands-on exposure to their field of study from state experts, the school gains a partner in providing applied educational opportunities to the student, and the state agency obtains the services of the student.

This can be particularly helpful in these times of reduced staffing. Many students are willing to accept an unpaid internship to satisfy academic requirements. In return, by working at least 90 calendar days for the State, the intern is eligible to be on promotional lists for vacancies for which they qualify in the agency for which they did the internship.

State supervisors and managers interested in obtaining the services of an intern need to contact **Debbie Markin** at 281-5889 to submit a vacancy announcement for the HRE website. Generally, vacancy announcements direct students to contact a specified person with the individual agency directly and may be posted on an ongoing basis.

Students wishing to apply for internships may do so by completing the State of Iowa Application for Employment; page 6 of the application specifically asks for internship information. The completed application, along with a letter from the student's academic advisor should be submitted to HRE.

Once received, the student's name is retained in HRE files for later reference by agencies seeking interns. This application must be completed and on file with HRE and the agency must send verification that a 90-day internship has been completed, in order for the intern to receive credit with the State for the internship and go on promotional lists for the agency for which they completed the internship.

HRE is currently working with a Drake University Certified Public Manager project team to enhance the State's Internship program. If you have questions, contact **Barb Kroon** at 281-6388.

Iowa's Askew Award goes to Team Lock Box

The American Academy of Certified Public Managers (AACPM) proudly presents the George C. Askew Awards to individuals for the utilization of management practices exemplifying the philosophy of the AACPM in the completion of an exceptional curriculum project.

The Iowa Department of Administrative Services (DAS) and Drake University have reviewed CPM Class Two projects and selected an outstanding project that demonstrates a superior understanding of the principles learned from the Iowa Certified Public Manager (CPM) Program.

Congratulations to these team members:

- **Jodi Gjersvik**, Polk County Treasurer's Office, Second Deputy Treasurer
- **Sally Jagnandan**, Department of Natural Resources, Customer Service Bureau Chief
- **Kandi Reindl**, City of Des Moines, Management Analyst
- **Larry Warrick**, Polk County Facilities/Support Services, Central Services Supervisor

Team Lock Box's project was a feasibility study and cost/benefit analysis for the utilization of automated remittance-processing services by a third party service provider for semi-annual property tax payments in Polk County. The study was to determine if implementing and utilizing remittance processing services from a third party service provider was technically possible, and if it would benefit to Polk County Treasurer's Office in the terms of quality, flexibility, efficiency, revenue interest earnings, cost of implementation and utilization, and customer service.

Team members analyzed implementation requirements to assess feasibility and cost. The team also compared the steps in the current payment processing operation performed by Polk County Treasurer's staff to the steps required for the automated remittance processing operation and its input/output potential, and performed a cost/benefit analysis for the Treasurer's Office.

Team Lockbox will receive their award at the AACPM Conference banquet June 23 in Topeka, Kansas. Please join us in congratulating team members!

Certified Public Managers Reminder

Iowa CPM Class Four will start in June 2004. Please visit the CPM web site at:

<http://das.hre.iowa.gov/cpm.htm> for detailed information or contact **Lois Schmitz** at 281-6383 or **Nancy Berggren** at 281-5064.

New Position for Klahsen

Scott Klahsen, Personnel Officer in HRE, has resigned to accept new challenges as an HR Generalist for Pepsi Company in Waterloo, Iowa. Scott's hard work and dedication to sound personnel practices will be greatly missed. He has served the State with distinction, accepting and completing all assignments, always demonstrating the level of professionalism we have come to expect from him. Scott provided personnel services to the Mental Health Institute in Independence, the State Juvenile Home in Toledo and the Training School for Boys in Eldora since 1988. Scott's supervisor was **Daryl Frey**.

New Training Program Helps Build Teamwork

HRE announces Gridworks®, a new program that will let you learn about yourself as a team member working with and through others in a positive way to accomplish results. The program provides a framework for you to identify alternatives and options for increased effectiveness.

The audience is managers, supervisors, intact work teams, and individuals who want to become leaders in developing the kind of outstanding relationships that drive exceptional performance. Cost is \$300 per person plus \$165 per person for materials, or \$465 per person. Class time includes three consecutive days from 8:30 a.m. to 4:30 p.m. Dates will be announced with the 15 enrollee minimum is met. For more information, ask **Lois Schmitz** about Course No. GI 166.

Disability Reinvention Team Helps Outside Iowa

The Disability Reinvention Team in the HRE Employment unit was recently contacted by the State of Delaware to learn what it was doing to increase employment opportunities within state government. **Barb Kroon** and **Joe Ellis** participated in a November, 2003 teleconference with the Committee on Employment of People with Disabilities, New Programs and Best Practices Subcommittees to share the Iowa experience. Both wondered what they could share, since their job to increase representation of persons with disabilities in Iowa state government continues to be a challenge.

At the subcommittee meeting, Barb and Joe shared Iowa's experience in affirmative action. Activities that they viewed as commonplace in Iowa, such as identifying underutilized populations on hiring certificates and setting goals based on regional census data for underutilized persons with disabilities were intriguing to the subcommittee and engendered increasing interest. The teleconference ended with the Subcommittee expressing specific interest in a number of programs conducted by Iowa that appeared to them as "best practices" and innovative.

The Delaware Subcommittee's January, 2004 report recommended that goals be established for hiring persons with disabilities and that additional attention be given to the Iowa model. One Delaware committee member suggested that Iowa offer assistance to the City of Chicago's Task Force on Employment of Persons with Disabilities, which HRE staff has done.

Barb and Joe say the experience was an eye-opening one, and that they learned much during the information-sharing process—including a new appreciation for their efforts right here in Iowa.

Let the Wellness at Work Program Work for You

The Wellness Program provides a number of health-related opportunities to you throughout the year. We work to develop ideas that you will like, although we know different people like different things. Some of the Wellness activities coming to you in 2004 include:

- Body Composition and Bone Density Screenings (May and June)
- Blood Profile Screenings (March through June)
- Flu Shots (October and November)

Visit the Wellness web page (http://das.hre.iowa.gov/benefits_wellness.html) for information about fitness club discounts and upcoming events. Please contact Sheryl Jensen (Sheryl.Jensen@iowa.gov) or 281-8866 with your ideas for other wellness activities.

Information Technology Enterprise

Phase 1 of DAS Service Request Process (SRP) Gets Underway

The SRP, a one-stop web interface where DAS customers can request service, is the first step in the automated DAS Customer Relationship Management system. Customer focus groups have been testing the modules by putting in requests for services and testing reporting and customer-related functions. Customers will also assist in defining the categories by which services will be listed.

Phase 1 will go live shortly. DAS staff will assist customers during orientation by taking requests and entering them into the system. Phase 2 will add more automation to the process.

Training to assist DAS staff and customers in learning the new system is underway. Coordinator **Lowell Sneller** expects the transition to require patience from customers and staff alike, but expects the outcome—better and more efficient services—to make the extra effort worthwhile.

Enterprise Infrastructure and Personnel Assessment (EIP) Study Progress

The Enterprise Infrastructure and Personnel Assessment (EIP) is a study to analyze the impact of full or partial consolidation of IT services and staff. It includes an analysis of the information collected from participating state organizations on IT services and the major business and customer requirements for these organizations. Three scenarios will be explained in the study, with one scenario being the consolidation of all IT functions and staff into one centralized department.

A steering committee has been formed by **Mollie Anderson** to aid the consultant as the legislative-mandated study is being performed. The committee will work with the consultant (Coeur Group) to select the scenarios used in the study and aid the funding process as it develops. New items have been designed by Coeur for inclusion in the IT spreadsheets to be completed by participating organizations. The first tab of the spreadsheets, IT personnel counts and costs, has been completed by almost all organizations. The final version of the spreadsheets will soon be distributed to all organizations. Project coordinator is **Wes Hunsberger**.

ITE Participates in Two Comprehensive National Surveys

Between March 25 and August 31, 2004, there will be two comprehensive national surveys of information technology policies and practices conducted in all 50 states. The first of these is the “Digital State Survey”, conducted by the Center for Digital Government in conjunction with Government Technology magazine and The Progress & Freedom Foundation. The survey gathers information on state government use of information technology in service to citizens. The purpose of the *2004 Digital States Survey* is to identify groupings of states that have assumed leadership roles in building government for the 21st century. This survey is being sent to state agencies within the next few days with a return date of April 16, 2004.

The second survey is *Governing* Magazine's Grading the States Survey, a collaboration between *Governing* and the Maxwell School of Government at Syracuse University, funded by the Pew Charitable Trusts. After an assessment, *Governing* will issue a letter grade to states in each of four categories (money, people, infrastructure, and information technology). DAS-ITE will receive this survey in mid-June with a submission date of mid-August. The report card from this survey will be published in the February 2005 issue of *Governing* magazine. Iowa's most recent report card, published in 2002 from information submitted in 2001, can be found at <http://governing.com/gpp/2001/gplia.htm>.

Both of these surveys are comprehensive and require dedication of resources to providing complete, responsive answers. More information will be forthcoming about the surveys once it is available.

Tom Shepherd (DAS-ITE Policy and Administration) will be coordinating the information technology surveys for the State of Iowa.

ITE Begins Important New Food Tradition



On Wednesday, March 3, 2004, ITE held its first Annual Chili Cook and Feed. Responding to the call were 15 contestants in five categories: Hot and spicy, flavor, vegetarian, unique ingredients, and white chili.

Contestants included **Dennis Babcock, Dustyn Diersen, Vicki O'Neal, Russ Rozinek, Nancy Loghry, Linda Worth, Tony Bibbs, Mike Phillips, Nadir Mehta, Louisa Perry, Kay Rozeboom, Dennis Cowan, Robin Milne, Chuck Edmondson, and John Schneberger.**

As you can see in the picture, above, ITE staffers approach this tough job with their usual professional determination. The lucky Cook-off winners were:

Spicy/Hot	(1) Dustyn Diersen	(2) Nadir Mehta	(3) Robin Milne
Flavor	(1) Russ Rozinek	(2) Tony Bibbs	(3) John Schneberger
Veggie	(1) Louisa Perry	(2) Kay Rozeboom	(also Unique in Category)
Unique Ingredients	(1) Vicki O'Neal	(2) Mike Phillips	(3) Chuck Edmondson
White Chili	(1) Linda Worth	(2) Dennis Cowen	(3) Nancy Loghry
Overall	Dustyn Diersen		

Everyone who entered the contest received a ribbon. The first place prize was a total of four \$5 coupons from Chili's Restaurant. The winners of each category received coupons for free food from Arby's and Burger King. We also had a drawing where five contestants received a \$5 coupon from Tasty Taco's and one contestant received two movie tickets purchased from SEHARC.

Thanks to the judges who took their lives into their hands when eating the “Hot and Spicy” category—**Dennis Babcock, Marianne Mickelson, Joyce Moreland, Larry Brennan, John Maxwell, Derrick Beery and Cory Oelberg.**

Paine to Take New ITE Post

Joel Paine accepts a new position April 9. As the system administrator in this division, he will be responsible for managing the Microsoft Systems Management Server (SMS), SUS (Software Update Services) Feature Pack services for ITE and its customers, as well as server administration for McAfee ePolicy Orchestrator. **Pat Clark** will be filling Joel’s position.

John Gillispie Visits Spain

ITE Chief Operating Officer **John Gillispie** and his wife visited their son, Drew, in Spain from March 1-9, 2004. Drew, who is attending the University of Granada in a language immersion program, joined his parents on trips to Granada, Seville, and Madrid during the visit, enjoying such sights as the Alhambra, Alcazar, cathedrals in Granada and Seville, Palacio Real (the royal palace) and the Prada art museum. John said, "The trip was wonderful. Visiting a country like Spain gives you a real sense of history that we often don't get here in the US."

New Floor Plan Coming for ITE Computer Room

Des Moines-based architectural firm Brooks, Borg, and Skiles, has been engaged by ITE and GSE to develop a redesign of the computer room on Level B in the Hoover Building. According to **Lorrie Tritch**, the redesign should improve work flow and enhance security.

State Accounting Enterprise

Lean (But Never Mean) Accounting Team Pays Your Wages

When your payroll information shows up on Friday in the form of a web listing and EFT remittance or a state warrant, the centralized payroll staff of the State Accounting Enterprise has done the job. Each member of the centralized payroll team—**Jean McPherson, Cheryl Shippy, Peggy Johnson, Maggie Owens, Harla Eich, and Sandy Magoon**—plays a significant role in assuring that every one of more than 19,500 state employees (everyone except regents institution and Department of Transportation employees) are paid accurately each pay period. Another team member, **Jay Cleveland**, is currently on a long-term assignment to the I3 project.

While you’re thanking these guys for getting your money to the right place in the right amount, remember that the payroll team is also responsible for handling the mandatory and discretionary employee deductions in a prompt and accurate fashion is also part of the assignment. More than \$560 million of the \$1.1 billion annual centralized payroll is processed and distributed to the federal and state government for tax withholding or for one of more than fifty other types of deductions including payments to three retirement systems, credit unions, insurance carriers, unions, or savings bond purchase.

What's their secret for getting the job done right? According to **Steve Lindner**, a very detailed two-week payroll calendar coordinates the work of centralized payroll with their ITE and HRE partners to assure that the appropriate reports and transactions are processed at the correct time. This team is constantly training departmental payroll/personnel assistants, reviewing processed documents, and researching payroll questions. By year-end, the team has also reconciled and distributed more than 23,000 W-2s—that's one for every person who worked for the state during a year.

We are proud of the sustained level of extraordinary service that the centralized payroll staff has been able to deliver to our customers, the employees of state government. Congratulations!

...And Operates A Very Successful Collection Agency

SAE's Income Offset Team is actually one of the most efficient debt collection enterprises operating anywhere—and they're working on behalf of the State of Iowa.

Peggy Mitchell and **Martha Van Gundy** are the SAE staff members responsible for recovering more than \$16.5 million in otherwise-missing revenues from 63,784 disbursements in FY 04. A "hit" occurs when the state accounting system finds a match on the list of people and organizations expecting state payments and those who owe the state money for unpaid taxes, student loans, fines, or child support or other debts. By law, the state can subtract the debt before making the payment. So the list of liabilities is collected daily from throughout state government, then compared with payments about to be made. SAE posts the "match list" to a secure website each evening where state entities review their "hits" and decide whether a state payment should be diverted to cover an outstanding liability.

The accounting system doesn't do all the work, however. Peggy and Martha are also charged with explaining the offset to dozens of prospective payees each week. (Is your boss crabby? Try explaining to a lottery winner that you're deducting winnings to offset unpaid back child support!) They do an excellent job of explaining the law, and they generate money for state liabilities that doesn't have to be collected in taxes.

DAS Core

Marketing and Communications

April 1 Pointblank Article Not Accurate, Not Funny. Yes, we learned about the spoof story in the April 1 (that's April Fool's Day, right?) Pointblank. Truth is, the Hoover Building is NOT sinking. No, there's not a state employee named Theresa Shaw who manages the building. Evidently the Pointblank editor plays this little joke every April 1, filling an issue with ridiculous stories that amuse his readers. There is NOT a problem—unless you count the fact that the editor of this alternative Des Moines weekly has a misguided sense of what's funny. Hah hah, right?

DAS Utility Rate Update. Since the last issue of this newsletter, DAS has announced its utility rates and taken questions from customers at a well-attended February 20 meeting and during a 30-day comment period that followed. Response to the presentation of information has been very positive. Predictably, agencies are very concerned about the accounting methodology and process by which

money will be some of the DAS FY 2005 appropriation will be transferred to them to be used to pay DAS bills. The next step in the rate increase rollout project is one-on-one meetings between DAS CFO **Denise Sturm** and finance representatives of each customer agency.

Reporter Calling? What should you do when you find out that the caller on the other end of the line is a member of the media? We received a total of four contacts in January, eleven in February, and thirteen in March—so it's not out of the question that you'd get a call. And when that happens, whether it's local print or broadcast or a trade publication, the correct response is to inform the caller that you can transfer him or her to me, **Patti Allen** at 281-7056. If the caller doesn't want to be transferred, take a message (name, media and phone number is great, I can get the questions when I call back) and get it to me as quickly as possible. I respond to media callers promptly, checking with Enterprise or DAS Core staff to assure that the facts are correctly communicated in a manner that meets the reporter's deadline. You should also work with me to place any news releases issued on behalf of DAS.

Are You Using the DAS Logo? The official department conversion to a common look, feel and tone for DAS began about nine months ago, in July, 2003. If you're using materials carrying the name of your predecessor agency for anything except work paper, it's time to switch. Members of the Executive Leadership Team (ELT) have been asked to identify any new materials needs and communicate them to Patti Allen. Budgets are tight, so a large printing project is unlikely—but it's time to get the old stuff OUT of public use.

Logo files are located on network drives for your convenience, but it's important that you use the logo in a professional manner. The main rule of thumb is simple: Make sure words included in the logo graphic are legible. In other words, don't reduce the type to a size that others can't read it. (A JPEG file with no words is available if you want to use something really small. And please don't play with the colors—use black and white, the colors assigned to your Enterprise, or the DAS blue.

Second Annual Conference in Building Excellence in Governance Scheduled

Program Director Kurt Thurmaier of the ISU Public Policy & Administration Program has asked us to let you know about this conference, scheduled for Friday, May 7, 2004, at the Memorial Union on the main campus. Designed for all levels of Iowa's federal, state and local public managers, the program will address cutting edge issues in public management of Iowa's state and local government. Sessions focus on communicating with the public, ethics, and more. Visit the program website at www.public.iastate.edu/~mpa/ or contact Kurt Thurmaier (kthur@iastate.edu), 515.294.7207 for more information.

DAS Finance

Moving Day finally came! We rearranged our office space and moved to different cubicles during the week of March 22-March 24 to accommodate the ICN finance employees who began moving in to Hoover Level A on March 29. **Denise Sturm** invites visitors, and thanks **Jan Olson** for doing some rearranging of her own office space to accommodate the new floor plan. No employee phone numbers change.

Our best wishes go to **Kathy Brown**, who is slowly but surely making her way back after injuries suffered in a car accident. We are glad that she is feeling better.

A new employee will be joining the DAS finance forces to work with **Joan Rowley** to improve our ITE billings to customers. Please welcome **Pat Harmeyer** from the DOT purchasing section, who joined us on March 26. We thank Joan for spearheading the development of a database that will enable us to consistently track receivables and payables from the date received to the date paid. The new database will help us give accurate financial information to our internal customers.

Ken Discher, Tim Brand and **Joan Rowley** worked with ITE's eDAS project.

Several Finance folks have been working on the transition of fleet accounting, which is virtually complete. Thanks to **Deb Bogle, Julyn Goodhue, Tim Brand, Dale Schroeder, Lori Vivone**, and **Sue Kaili** for their help in making the job as smooth as possible.

Julie Sterk, John Hove, and **Larry Clark** have been working hard on the FY 2006 budget--yes, the FY 2006 budget. Each of them has had an important role in working with DAS division managers to shore up our financial needs for FY 2006 budget and the utility rate setting process for FY 2006.

Becky Price is a bright face in the DAS finance division. She processes all ITE, leadership and shared services claims and is responsible for DAS deposits. Tracking claims can be a challenging job and Becky does it well. (She also makes excellent chicken and rice—ask her for the recipe, it is delicious!)

Other DAS finance projects include preparation for meetings with each agency regarding the DAS utility rate package, the distribution of DAS general fund to customers, monthly financials statements, preparing and training for the transition to I/3, and attending eDAS training. One of the I/3 purchasing trainers is our own **Ken Discher**, who is providing that assistance to the project.

Standards and Rules



Doug Kern assisted DAS Director **Mollie Anderson** on a project team that reviewed issues at the Iowa Veterans Home. Doug Kern has finished his work on the Governor's Cyber Security Task Force (CSTF), including the post-project party. The CSTF final report is on schedule to be issued in mid-April. Other DAS employees include ITE's **Adam Kaufman** and **Larry Brennan**.

CSTF members from left to right: **Adam Kaufman**, ITE; **Dave Hudson**, consultant; **Kevin Kammermeier**, Department of Public Safety; **Larry**

Brennan, DAS-ITE; **Bret Voorhees**, Department of Emergency Management; **Ken Zinkula**, Iowa Department of Revenue; **Doug Kern**, DAS Policy and Standards; **John Wolf**, Iowa Workforce Development; **Greg Fay**, Iowa Department of **Public Health**. Missing from the photo were **Mike**

Chesmore, Department of Human Services; John Borden, ICN; John Carberry, IPERS; **Jim Davis**, Iowa State University; and **Linda Torgeson**, Department of Transportation.

Carol Stratemeyer has been helping the Fleet and Mail Division with some policy issues concerning use of vehicles. Thanks to **Dale Schroeder** and **Shirley Walker** for providing guidance and support. She continues work on two final DAS administrative rules: The most recently filed rules regarding parking on the complex have garnered much public comment, and coordinated efforts with a variety of parties. Congratulations to Carol (and a big "thank you" to everyone who has helped) on the near completion of the difficult task of updating and transferring rules to DAS.

Internal Operations

In early April, DAS staff will begin using a new leave standardized leave slip. A committee made up of **Jean McPherson** (SAE), **Linda Goebel** (HRE), **Debbie O'Leary** (GSE), **Tammy Abdulghani** (HRE), **Sharon Sperry** (ITE), **Kathy Van Wey** (DAS Core), and **Gerd Clabaugh** (DAS Core) has been working several months the new slip, which borrows from the best of the pre-existing Departmental leave slips. Training for staff and managers will begin the first half of April.

The new slip has an electronic version, funded by Internal Operations and developed by ITE. Before the electronic version is made available to the Department, it will be piloted with four work units: GSE Purchasing, ITE Planning and Administrative Services, Internal Operations, and a portion of the HRE Customer Service Division. Work units who have volunteered include GSE Purchasing, ITE Planning and Administrative Services, Internal Operations, and a portion of HRE Customer Service Division. Supervisors of these units have already received some training on the electronic system and staff of these groups will receive training at the same time the paper slip is rolled out to the Department. Once debugged, the electronic slip will be available to work units whose supervisors authorize its use.

Thanks to those who submitted DAS entries for the 2004 Golden Dome contest. We had a good quantity of nominations: 17 people for Employee of the Year, 7 for Leader of the Year, 6 for team awards, 2 for Badge of Courage, and 1 for Lieutenant Governor's Volunteer award. Nominations are currently being reviewed, and honorees will be announced shortly. Stay tuned for more information or contact **Gerd Clabaugh**.

Measurement and Planning

The Measurement and Planning Division (MAP) conducted a technology audit of the IowaAccess system for FY03. The audit is required by statute "for the purpose of determining that government records and other electronic data are not misappropriated or misused by ITD (ITE now) or or a contractor to ITD." During the audit, 88 State government employees were interviewed and approximately 704,000 website links were reviewed. MAP found no misuse or misappropriation of government records by either ITD or by contract personnel. See **Paul Carlson** for information.

Legislative Update

DAS Liaison **Mark Johnson** reports that the Second Session of the 80th General Assembly is moving quickly toward adjournment. Senate Republicans pushing for an early April date for heading home may have to wait until mid-April. Work on the budget continues, with budget subcommittees voting their respective legislative proposals to the full Appropriations Committees. Recent state

revenue figures are more encouraging, but will not directly impact the budget given the statutory requirement that the Governor and the Legislature use the December 15, 2003, Revenue Estimating Conference revenue estimate for developing the 2004-2005 state budget.

The Senate will be dealing with the gaming issue as well as they seek to codify their recent negotiations with the Gaming Industry. This issue affects available state funding for the Rebuild Iowa's Infrastructure Fund, an important issue that involves DAS.

The Legislature continues to look at the state purchasing/contracting practices for goods and services. Recent Auditor reports have heightened the interest in this issue. Since its inception, the DAS has made changes in contracting procedures that address many of the issues identified by the Auditor. We will continue to work with the Legislature to identify any other improvements that we can make in our processes, as well as educating them to changes already implemented.

Editor's Note

Your articles for the next issue will be due May 21 for a newsletter to be distributed June 4, 2004. Is there a topic you'd like to see addressed or an error you'd like to see corrected? Speak up! Notify editor **Patti Walden Allen** or any one of these staff: DAS Core: **Pat Lantz, Gerd Clabaugh, Mark Johnson, Jan Olson, Paul Carlson**. In DAS Enterprises: **Barb Kroon, Lowell Sneller, Steve Lindner, Scott Bertness, Dean Ibsen, Tim Ryburn, Debbie O'Leary or Shirley Walker**. Masthead designed by **Mike Steven**. **Cory Oelberg** posts the newsletter on the Web.